

Class Title: Accountant V**BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Responsible for an array of complex and multi-facted projects including the Comprehensive Annual Financial Report, the GASB 34 Conversion and Comparative Cost Report. Supervises and coordinates the work of the accounting team in the preparation of fund financial statements. Ensures the work product is prepared in accordance with established guidelines. Provides technical support and training as required. Monitors systems to ensure internal controls are adequate to safeguard the City's assets. In the absence of the Accounting Manager the Accountant V may perform the duties of that position. Performs other related work as required.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Manages an array of complex and multi-faceted local, state and federal projects which includes the Comprehensive Annual Financial Report (CAFR), the GASB 34 conversion, the Comparative Cost Transmittal Forms (State Report) and the Federal Bureau of Census Report. Ascertains that the reports are prepared in compliance with local, state and federal guidelines. The work includes the compilation of these comprehensive financial reports for printing and publication. Manages the resources necessary to complete assigned projects. Keeps abreast of and implements the new GASB regulations.
2	S	Supervises and coordinates the work of the accounting team in the preparation of the various fund financial statements and to ascertain that the work is being prepared on a timely basis. Reviews the work products of the accounting team for quality control and compliance with local, state and federal regulations. Provides technical support, assistance and training as required.
3	S	Prepares the annual Audit Plan that outlines the work of the accounting team. The Audit Plan identifies key dates when the work assignments are due, and serves as a useful resource for the independent auditors as a planning tool.
4	S	Work closely with the City's independent auditors to resolve any issues, answer questions and provide guidance. Works with the auditors in order to keep the audit on schedule. Participates in the selection process for the City's independent Auditors.
5	S	Monitors various funds to ensure the integrity and accuracy of the automated financial accounting system and related reports. Reviews systems to ascertain that the internal controls are working properly to safeguard the City's assets.

CSC Adopted: January, 2006 CSC Revised:

Physical Strength Code		ESSENTIAL FUNCTIONS
6	S	Collaborates with Information Technology personnel in the development of new automated accounting systems; (for example, the new automated system designed for the accounting and payments of capital leases). Designs the system to ensure that adequate internal controls are in place to safeguard the City's assets.

CSC Adopted: January, 2006 CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Knowledge of accounting principles and auditing standards promulgated by the Government Finance Officers Association (GFOA), Financial Accounting Standards Board, Federal General Accounting Office, the Commonwealth of Virginia Auditor of Public Accounts.
Experience	Four years of experience in governmental accounting and computer software applications.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read federal, state and local regulations and manuals, city codes, grants, correspondence, contracts, bond covenants and other documentation.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as basic cost accounting.
Writing	Work requires the ability to write council letters, management responses, transmittal letters, contracts, ordinances, correspondence and reports.
Managerial	Managerial responsibilities include monitoring program and budget activity for various projects, coordinating project activity with other personnel and prioritizing work to meet deadlines.
Budget Responsibility	Oversees budget preparation of various fund budgets and reviews and approves expenditures of significant budgeted funds for the bureau and may research and prepare recommendations for city-wide budget expenditures.
Supervisory / Organizational Control	May supervise the work of the accounting team which includes overseeing work quality control, technical support, assistance, training, and scheduling work.
Complexity	Ability to perform and execute complex and multi-faceted projects, which may extend over a given period. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment
Interpersonal / Human Relations Skills	Contacts others within and outside the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: January, 2006 CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Copier, fax machine, discussion with co-workers, filing
Sitting	C	Computer, desk work, answering telephone, meetings
Walking	F	Inter-office, document distribution, use of office equipment, to/from meetings
Lifting	O	Files, reports, storage boxes, vouchers, checks
Carrying	O	Files, reports, storage boxes
Pushing/Pulling	R	File cabinet drawers
Reaching	O	Files, reports, storage boxes
Handling	F	Documents, reports
Fine Dexterity	C	Typing, computer keyboard, calculator, writing
Kneeling	O	Packing and disposal of records and files
Crouching	R	Files, reports, storage boxes
Crawling	N	
Bending	O	Files, reports, storage boxes, vouchers, checks
Twisting	N	
Climbing	R	Stairs
Balancing	R	On stairs
Vision	C	Computer, desk work, financial statements
Hearing	C	Telephone, co-workers, vendors, meetings, general office work
Talking	C	Telephone, co-workers, vendors, meetings
Foot Controls	N	
Other (specify)	N	

CSC Adopted: January, 2006 CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, printer, fax machine, copy machine, telephone, calculator, Standard Microsoft Windows and Office software, AFIN, PeopleSoft, Advantage Financial Desk Top, Control-D report printer, Omni Page and LaserFiche

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	S
Chemical Hazards	N	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)